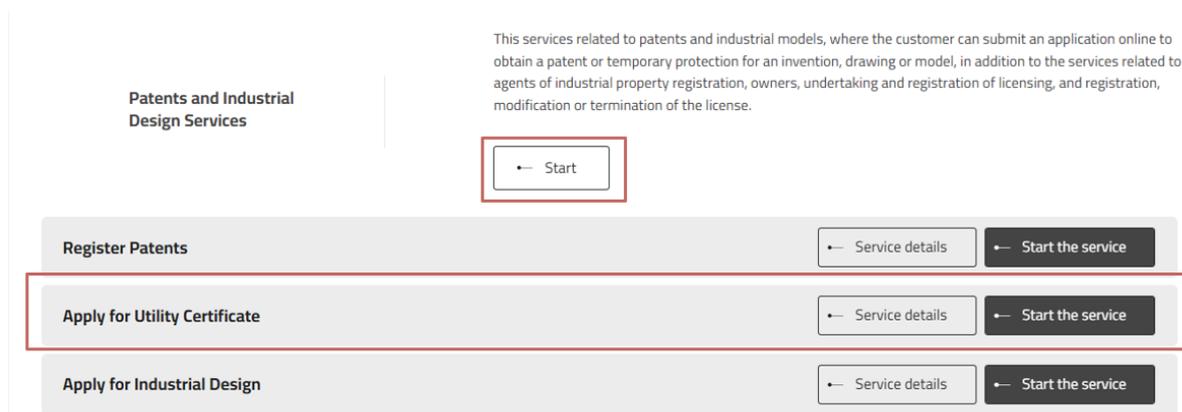


How to file utility certificates on the online portal of the United Arab Emirates Ministry of Economy¹

Where to register a utility certificate:

Please enter the eService section of the United Arab Emirates (UAE) Ministry of Economy (MoE) website: [eServices | Ministry of Economy - UAE \(moec.gov.ae\)](https://moec.gov.ae). Please scroll down to the “Patents and Industrial Design Services”, by clicking on “Start” many further options will appear. For registration purposes please use the very first option “Apply for Utility Certificate”.



This services related to patents and industrial models, where the customer can submit an application online to obtain a patent or temporary protection for an invention, drawing or model, in addition to the services related to agents of industrial property registration, owners, undertaking and registration of licensing, and registration, modification or termination of the license.

Patents and Industrial Design Services

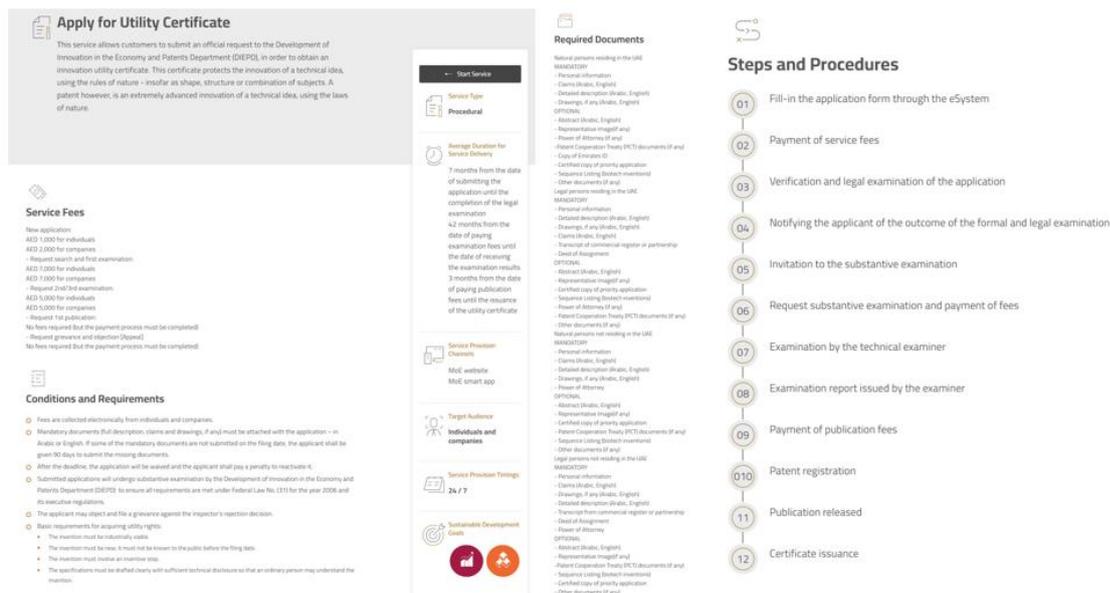
← Start

Register Patents ← Service details ← Start the service

Apply for Utility Certificate ← Service details ← Start the service

Apply for Industrial Design ← Service details ← Start the service

The button “Service details” will provide you with structured information about the Service Fees, Conditions and Requirements, Required Documents and Steps and Procedures. We recommend you to become familiar with this information. Please make sure you have prepared all the required documents before the registration, as an upload of those is part of the registration. You also can find a checklist for the required documents in the appendix of this handbook.



Apply for Utility Certificate

This service allows customers to submit an official request to the Development of Innovation in the Economy and Patents Department (DIEPD), in order to obtain an innovation utility certificate. This certificate protects the innovation of a technical idea, using the rules of nature - insofar as shape, structure or combination of subjects. A patent however, is an extremely advanced innovation of a technical idea, using the laws of nature.

Service Fees

Service Type	Fee (AED)
New application	1,000 for individuals, 2,000 for companies
Required report and first examination	1,000 for individuals, 2,000 for companies
Required 2nd/3rd examination	5,000 for individuals, 10,000 for companies
Required 1st publication	1,000 for individuals, 2,000 for companies

Conditions and Requirements

- Fees are collected electronically from individuals and companies.
- Mandatory documents (full description, claims and drawings, if any) must be attached with the application - in Arabic or English. If some of the mandatory documents are not submitted on the filing date, the applicant shall be given 30 days to submit the missing documents.
- After the deadline, the application will be waived and the applicant shall pay a penalty in accordance with the relevant regulations.
- Submitted applications will undergo substantive examination by the Development of Innovation in the Economy and Patents Department (DIEPD) to ensure all requirements are met under Federal Law No. 11 for the year 2008 and its executive regulations.
- The applicant may object and file a grievance against the inspector's rejection decision.
- Basic requirements for acquiring utility rights:
 - The invention must be industrially applicable.
 - The invention must be new. It must not be known to the public before the filing date.
 - The invention must involve an inventive step.
 - The specifications must be drafted clearly with sufficient technical disclosure so that an ordinary person who understands the invention.

Required Documents

- Request persons residing in the UAE:
 - Personal information
 - Claims (Arabic, English)
 - Abstract description (Arabic, English)
 - Drawings, if any (Arabic, English)
 - OP/ID/AS
 - Representation (English and Arabic)
 - Power of Attorney (if any)
 - Patent Cooperation Treaty (PCT) documents (if any)
 - Copy of Emirates ID
 - Certified copy of priority application
 - Sequence Listing (Bio-tech inventions)
 - Other documents (if any)
- Legal persons residing in the UAE:
 - Personal information
 - Abstract description (Arabic, English)
 - Claims (Arabic, English)
 - Drawings, if any (Arabic, English)
 - OP/ID/AS
 - Deed of Assignment
 - Abstract (Arabic, English)
 - Representation (English and Arabic)
 - Power of Attorney (if any)
 - Patent Cooperation Treaty (PCT) documents (if any)
 - Other documents (if any)
- Request persons not residing in the UAE:
 - Personal information
 - Claims (Arabic, English)
 - Abstract description (Arabic, English)
 - Drawings, if any (Arabic, English)
 - OP/ID/AS
 - Representation (English and Arabic)
 - Power of Attorney (if any)
 - Patent Cooperation Treaty (PCT) documents (if any)
 - Other documents (if any)

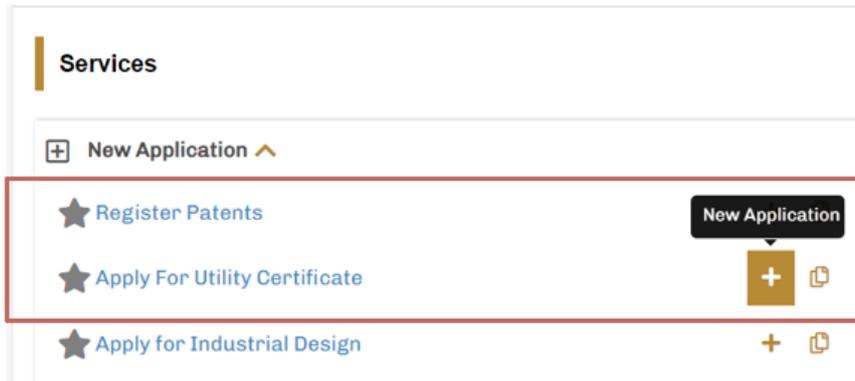
Steps and Procedures

- 01 Fill-in the application form through the eSystem
- 02 Payment of service fees
- 03 Verification and legal examination of the application
- 04 Notifying the applicant of the outcome of the formal and legal examination
- 05 Invitation to the substantive examination
- 06 Request substantive examination and payment of fees
- 07 Examination by the technical examiner
- 08 Examination report issued by the examiner
- 09 Payment of publication fees
- 10 Patent registration
- 11 Publication released
- 12 Certificate issuance

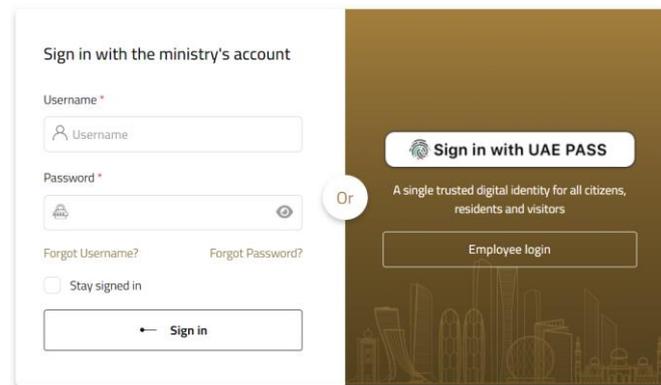
¹ The information in this handbook reflects the status of the Ministry of Economy's process and [platform](#) in November 2023. Please inform AD.iP if you think any information is missing or incorrect.



By choosing the second button “Start the service” you will be forwarded to the page where you can start the application procedure. For getting started please click on “+” on the right side under the menu “New Application” on the upper left side of the window.



The system will ask you to sign in to the portal if not happened yet (UAE residents can sign in with UAE-PASS).



Starting the utility certificate application process:

On the left top of the page, you can see the status progress of the “Fill Application” action. The button “Show/Hide Details” will hide or show the shortcuts and the field “Percentage Of Completion”. By using the shortcuts, the system will jump to the specific action field.



Apply For Utility Certificate

Status : Fill Application In progress

Show/Hide Details

Shortcuts

- Actions
- Templates
- Steps
- Required Documents
- Receipts, Downloads & Informati...
- Links

Percentage Of Completion : 6%

1 **Fill Application**
Thursday 02 November 2023 09:06 AM

In progress

Reference Number	Creator Name	Creation Date
MOE-DIP-94-4315077-2023110	name.lastname@mail.com	02/11/2023 12:06 PM

Below you will see the Reference Number that was generated by the system automatically. The data about the creator (filled automatically when signed in with UAE-PASS) and the date and time of the creation of the registration task.

Bibliographics:

The registration procedure can be performed in two different input methods.

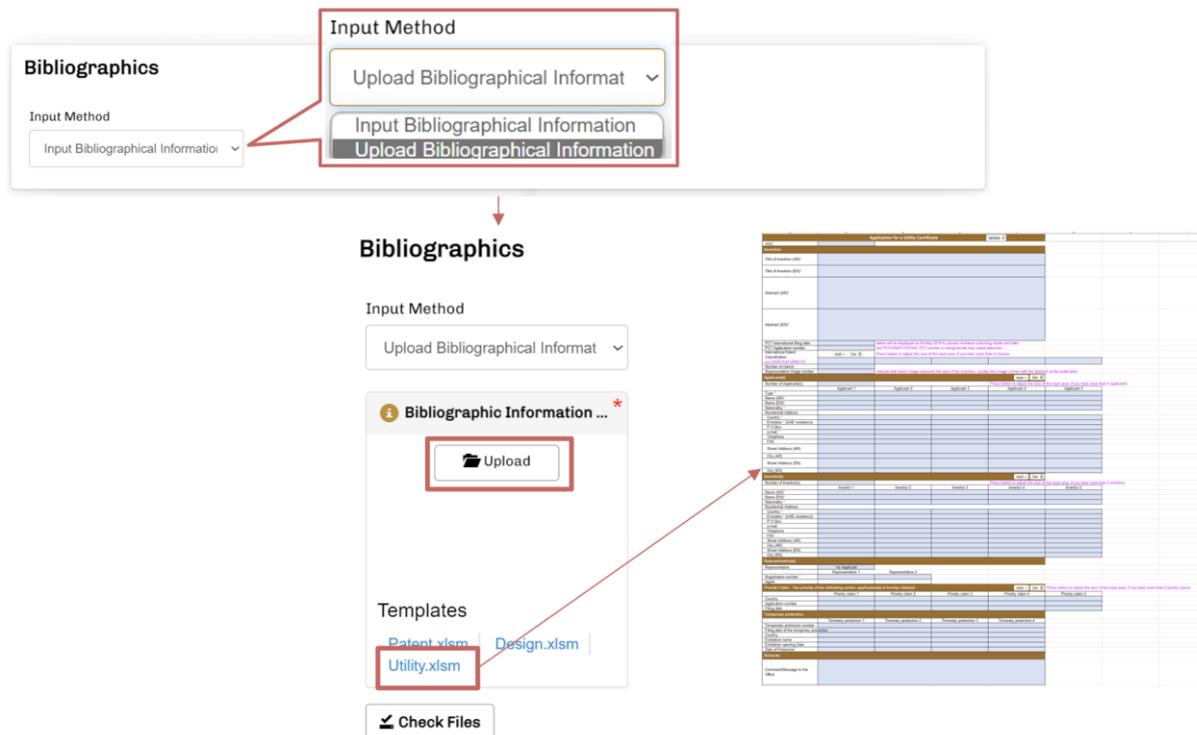
First (default) is “Input Bibliographical Information” manually by following the seven steps as shown on the page.

Bibliographics

Input Method
Input Bibliographical Information

- 1
- 2
- 3
- 4
- 5
- 6
- 7

The second input method is the option to “Upload Bibliographical Information”. By choosing this method in the drop-down menu a new window appears. There you will find three different Excel files. Please download “Utility.xlsm” for the utility certificate application and fill out the required fields in the Excel file. By uploading the file to the MoE portal the bibliographical information will be entered automatically. The next step is the upload of all the further required documents (see Check List in the Appendix).



In the following this handbook is describing the first method “Input Bibliographical Information” and will lead you from step to step.

Step 1 – Application Information:

Please tick mark the checkbox for “Fee Reduction Application” if applicable. The first field “Application Type” is a drop-down menu that gives you’re the possibility to choose between the options “Original Application”, “Divisional Application” or “Additional Application”. The field next to it is the “Applicant Type”-field. Here again we have a drop down where we can choose between the options “Company” , “Natural Person”, “SMEs”, “Educational Institutes (Univ.) an “Students or staff of educational institutes”. Please note that the fees can vary depending on the chosen “Applicant Type”, so please make the correct choice here. If you have a pending PCT application², please enter the data into the fields “PCT Application Information” and “Filing Date”. Next enter the “Titel” and “Abstract” of your application in the provided fields. Please note that these fields are mandatory and require the entry of information in Arabic and English. Further you can optionally enter the “No. Of Claims” and “International Patent Classification”.

² PCT application = Patent Cooperation Treaty application is an international patent application that has been filed at the WIPO (World Intellectual Property Office)



1- Application Information

Application Information

Fee Reduction Applicable

Application Type *
Original Application

Applicant Type *
Company

PCT Application Information
PCT Application Information

Filing Date
Filing Date

Title (English) *
Title (English)

Title (Arabic) *
Title (Arabic)

Abstract (English) *
Abstract (English)

Abstract (Arabic) *
Abstract (Arabic)

No. Of Claims
No. Of Claims

International Patent Classification
International Patent Classification

Original Application

Original Application

Divisional Application

Additional Application

Applicant Type *

Company

Natural Person

SMEs

Educational Institutes (Univ.)

Students or staffs of educational institutes

Please note that all fields marked with * are mandatory.

As last option you can add “Temporary Protection” in case that you have published your invention on an exhibition in the provided fields Country, Exhibition Name, Exhibition Opening Date and Date of Protection.

Temporary Protection

1

Country	Exhibition Name	Exhibition Opening Date	Date Of Protection
UNITED ARAB EMIRATES	Exhibition Name	Exhibition Opening Date	Date Of Protection

[Show Less](#)

As soon as you have entered all the relevant data you can click on “Next” and get to the second step of the registration procedure.

Step 2 – Applicants:

The step Applicant(s) is dealing with all the required applicant information. In the first upper left field “Legal Nature” you get two options in a drop-down menu. Please choose whether your legal nature is qualified as “Company”, “Natural Person”, “SMEs”, “Educational Institutes (Univ.)” or “Students or staff of educational institutes”. The field “Nationality” offers a list of different countries in a drop-down menu. Further please add the “Name” of the applicant in Arabic and English languages.



2- Applicant(s)

Applicants

1 [Delete]

Legal Nature * [Company] **Nationality *** [UNITED ARAB EMIRATES]

Name (Arabic) * [Name (Arabic)] **Name (English) *** [Name (English)]

As next the Address should be entered in the fields. Please note that you need to provide it in both languages, Arabic and English. In addition, the “Country Of Residence” can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field “Emirate” appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field “Email”, please enter your address and contact details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.

Resident Address (Arabic)

Address 1 * [Address 1] **Address 2** [Address 2]

City/Province [City/Province]

Resident Address (English)

Address 1 * [Address 1] **Address 2** [Address 2]

City/Province [City/Province]

Other Details

Country Of Residence * [UNITED ARAB EMIRATES] **Emirate *** [Abu Dhabi (AUH) - Al Ain is a part of AUH]

Zip / Postal Code [Zip / Postal Code] **P.O. Box** [P.O. Box]

Telephone Number [Telephone Number] **Fax Number** [Fax Number] **Email *** [Email]

[+ Add Applicants]

[< Previous] [Next >]

In case the registration should be made by more than one applicant please use the field “+Add Applicants” and repeat the steps describes above. As soon as all the details are entered click on “Next” to complete this step and get forwarded to the next step.

Recommendation: Please note that you have the possibility to save your “uncompleted” registration by clicking on the “Save as Template” button that is visible in every step.



Step 3 – Inventors:

On this page the details of the inventor(s) should be entered. First enter the Name in English and Arabic language in the two upper fields and choose the nationality from the drop-down menu.

The screenshot shows a web form titled "3- Inventors" with a "Net" label in the top right. The form is divided into several sections:

- Inventors**: A header section with a "1" and a "Close" button.
- Name (English) *** and **Name (Arabic) ***: Two text input fields.
- Nationality**: A dropdown menu currently set to "UNITED ARAB EMIRATES". A callout box shows a list of nationalities including ANDORRA, UNITED ARAB EMIRATES, AZERBAIJAN, ANTIGUA AND BARBUDA, ANGOLA, ALBANIA, ARMENIA, NETHERLANDS ANTILLES, ANGOLA, AFRICAN REGIONAL INT'L PROPERTY ORG. (ARIPO), ANTARCTICA, ARGENTINA, AMERICAN SAMOA, AUSTRALIA, and AUSTRALIA.
- Resident Address (Arabic)**: A section with "Address 1 *" and "Address 2" text input fields, and a "City/Province" text input field.
- Resident Address (English)**: A section with "Address 1 *" and "Address 2" text input fields, and a "City/Province" text input field.
- Other Details**: A section with "Country Of Residence *" (dropdown set to "UNITED ARAB EMIRATES"), "Emirate *" (dropdown set to "Abu Dhabi (AUH) - Al Ain is a"), "Zip / Postal Code" (text input), "P.O. Box" (text input), "Telephone Number" (text input), "Fax Number" (text input), and "Email" (text input). A callout box for "Emirate *" shows a list: "Abu Dhabi (AUH) - Al Ain is a", "Ajman (AJM)", "Al Ain", "Dubai (DXB)", "Fujairah (FUJ)", "Ras Al Khaimah (RAK)", "Sharjah (SHJ)", "Umm Al Quwain (UAQ)", and "None".

At the bottom of the form, there is a "Show Less 8" button, an "+ Add Inventors" button, and navigation buttons "< Previous" and "Next >".

As next the Address should be entered in the fields. Please note that you need to provide it in both languages, Arabic and English. In addition, the "Country Of Residence" can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field "Emirate" appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field "Email", please enter your address and contact details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number. Please enter details of every person who was

involved in the invention creation as an inventor. By clicking on  the same fields as described above will appear.



First inventor

Inventors

1 **Done**

Name (English) *
Name (English)

Name (Arabic) *Name (Arabic)

Nationality
UNITED ARAB EMIRATES

Resident Address (Arabic)

Address 1 *
Address 1

Address 2
Address 2

City/Province
City/Province

Resident Address (English)

Address 1 *
Address 1

Address 2
Address 2

City/Province
City/Province

Other Details

Country Of Residence *
UNITED ARAB EMIRATES

Emirate *
Abu Dhabi (AD) - Aj Ain is a part of AD

Zip / Postal Code
Zip / Postal Code

P.O. Box
P.O. Box

Telephone Number
Telephone Number

Fax Number
Fax Number

Email
Email

Show Less

Second inventor

2 **Done**

Name (English) *
Name (English)

Name (Arabic) *Name (Arabic)

Nationality
ANDORRA

Resident Address (Arabic)

Address 1 *
Address 1

Address 2
Address 2

City/Province
City/Province

Resident Address (English)

Address 1 *
Address 1

Address 2
Address 2

City/Province
City/Province

Other Details

Country Of Residence *
ANDORRA

Zip / Postal Code
Zip / Postal Code

P.O. Box
P.O. Box

Telephone Number
Telephone Number

Fax Number
Fax Number

Email
Email

Show Less

[+ Add Inventors](#)

Please repeat this process for every inventor. As soon as all the details are entered click on “Next” to complete this step and get forwarded to the next step.

Step 4 – Representative:

The top three fields of the page that are marked in rose color are filled automatically by the system with the details of the signed person/representative. Please note that it is not possible to change them manually.

In the next step please enter the address in the foreseen fields. Please note that you need to provide it in both languages, Arabic and English. Furthermore the “Country Of Residence” must be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field “Emirate” appears. This field provides you a drop-down list where you can select one of the Emirates. Next to the mandatory field “Email”, please enter your details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.



4- Representatives

Representative

1 | Done

Name (Arabic) * Name (English) *

Agent Registration No

Agent Registration No

Resident Address (Arabic)

Address 1 * Address 2

Address 1 Address 2

City/Province

City/Province

Resident Address (English)

Address 1 * Address 2

Address 1 Address 2

City/Province

City/Province

Other Details

Country Of Residence * Emirate *

Country Of Residence * Emirate * Zip / Postal Code P.O. Box

Telephone Number Fax Number Email

Telephone Number Fax Number Email

The Person Above Represents All Applicants

If not, specify the applicants who issue represented by the person above

If not, specify the applicants who issue re

Show Less

+ Add Representative

< Previous Next >

Please also provide the information if the entered Person is representing all applicants by tick marking the checkbox. If you have more than one applicant and at least one of them needs to be represented by the registered UAE agent, please specify this fact in the last field on the right. Here again you can add further Representatives by clicking on **+ Add Representative** and entered the details as explained above.

As soon as all the details are entered click on “Next” to complete this step and get forwarded to the next step.

Recommendation: Please save your “uncompleted” registration by clicking on the **Save As Template** button that is visible in every step.

Step 5 – Correspondence:

In this step the contact details for correspondence should be specified. The DIP e-Service is a correspondence channel by default, nevertheless you can choose “Additional Delivery” by choosing a preferred option from the drop-down menu for the corresponding documents. The next two fields “Name (Arabic)” and “Name (English)” are marked in rose color and are filled automatically by the system with the details of the signed person/representative. Please note that it is not possible to change them manually.

As next the Address of the above person / representative should be entered in the fields. Please provide it in both languages, Arabic and English. Furthermore the “Country Of Residence” can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence,

the field “Emirate” appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field “Email”, please enter your details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.

5- Correspondence

Legal Service Correspondence Address

DIP e-Service

Additional Delivery: Additional Delivery

None

None

e-Mail

Post

Express (Paid upon receiving)

Office

Name (Arabic) *

Name (English) *

Resident Address (Arabic)

Address 1 (Arabic) Address 2 (Arabic)

City/Province (Arabic)

Resident Address (English)

Address 1 (English) Address 2 (English)

City/Province (English)

Other Details

Zip / Postal Code P.O. Box

Country Of Residence * Emirate *

Telephone Number Fax Number Email

[< Previous](#) [Next >](#)

Country Of Residence * **Emirate ***

ANDORRA

UNITED ARAB EMIRATES

AFGHANISTAN

ANTIGUA AND BARBUDA

ANGUILLA

ALBANIA

ARMENIA

NETHERLANDS ANTILLES

ANGOLA

ARUBA

Emirate * **Zip**

Abu Dhabi (AUH) - Al Ain is a part of AU

Ajman (AJM)

Al Ain

Dubai (DXB)

Fujairah (FUJ)

Ras Al Khaimah (RAK)

Sharjah (SHJ)

Umm Al Quwain (UAQ)

None

In comparison to the steps 2 to 4 here you are not able to enter further contact person for the correspondence. The person / representative who is signed to the MOE portal and finally submit the application will be the contact for all the correspondence.

As soon as all the details are entered click on “Next” to complete this step and get forwarded to the next step.

Step 6 – Priority:

This step is focused on the priority information and is the last step of manual edition. Please choose the “Country” of the priority document in the drop-down menu. “Enter the Priority Number” and “Priority Date” into the provided fields. For further priorities please use the “+ Add Priority Information” tab and enter the details as explained before.

6- Priority Information

Priority Information

1

Country Priority Number Priority Date

[Show Less](#)

[+ Add Priority Information](#)

Country Of Residence * **Emirate ***

ANDORRA

UNITED ARAB EMIRATES

AFGHANISTAN

ANTIGUA AND BARBUDA

ANGUILLA

ALBANIA

ARMENIA

NETHERLANDS ANTILLES

ANGOLA

ARUBA



In case of a “Request For Restoration Of The Right Of Priority” please provide the “Priority Number” and enter the “Reason Of Request” into the fields. Next please tick mark the “Incorporation By Reference Of Earlier Application(s)” and enter the details into the field below.

Other Request

Request For Restoration Of The Right Of Priority

Priority Number

Priority Number

Reason Of Request

Reason Of Request

Incorporation By Reference Of Earlier Application(s):

Earlier Applications Which Content Are Incorporated By Reference In The Present Application:

Earlier Applications Which Content Are Incorporated By Reference In The Present Application:

[< Previous](#) [Next >](#)

As soon as all the details are entered click on “Next” to complete this step and get forwarded to the next step.

Step 7 – Attachments:

The Step 7 is the last step in the registration procedure. Please upload all the in advance prepared documents in the PDF format of a maximum file size of 80 MB. Please note that it is only allowed to upload one file at one section. Make sure that you have all the relevant documents uploaded before submitting the application. For orientation use the checklist that you can find in the Appendix of this handbook. In case that some documents are not ready to file, please make sure to click on “Save as Template” to avoid losing work that has already been done.



7- Attachments

Attachments

Description (Arabic) (pdf)	Description (English) (pdf)	Claims (Arabic) (pdf)	Claims (English) (pdf)
Drawing (AR) (pdf)	Drawing (EN) (pdf)	Representative Image - Minimum 5...	Certified copy of priority applicatio...
PCT Documents	Extract from commercial register ...	Emirates ID	Others (zip)
Power of Attorney (pdf)	Assignment (pdf)	Sequence listing	Proof of applicant types

All documents needed for filing are completely submitted. There's no more documents that need to be submitted within 90 days.

[← Previous](#)

[Submit Application](#) [Cancel Application](#) [Save As Template](#) [Print](#)

After a successful upload please click on “Submit Application” to hand in your application to the UAE MoE.

Further options allow you:

- to “Cancel Application
- to “Save and Continue Later” e.g., if you were not able to fill out all fields at a time.
- to “Save As Template” for further re-use of the document
- to “Print” for your documentation

If you are looking for personal support regarding the utility certificate application, please contact our experts directly: [link to contact form/Online chat facility/IP Service Providers]



APPENDIX

Checklist – required documents

- Application Form
- Abstract (Arabic) (pdf)
- Abstract (English) (pdf)
- Assignment (pdf)
- Bibliographic Information (xls or xlsx)
- Certified copy of priority application (pdf)
- Commitment To Submit Documents Belonging To Application
- Claims (Arabic) (pdf)
- Claims (English) (pdf)
- Description (Arabic) (pdf)
- Description (English) (pdf)
- Drawing (Arabic) (pdf)
- Drawing (English) (pdf)
- Emirates ID
- Extract from commercial register or partnership (pdf)
- Industrial Design Or Drawing Documents Receipt
- Patent Or Utility Certificate Documents Receipt
- PCT Documents
- Power of Attorney (pdf)
- Proof of applicant types
- Representative Image – Minimum 500x500 pixel
- Sequence listing
- Others (zip)